



Quick Start Guide

Montana State Assessment Reporting System

Introduction

This Quick Start Guide to the Reporting System provides information on the Smarter Balanced Reporting tool. The Reporting System allows educators to, based on account permissions, view:

- Aggregates of student result data at the state, system, school, and grade levels.
- Individual student reports.

This guide covers:

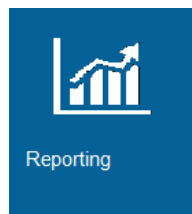
- Logging into the MT Smarter Balanced reporting application
- Introduction to the Reporting Interface
- Individual Student Reports

For additional questions relating to reporting, contact the MT Help Desk at montanahelpdesk@measuredprogress.org or toll-free at 888- 792- 2741.

For more information than this quick start document provides, see the Smarter Balanced *Reporting System User Guide*, available on the Montana portal <https://mtsmarter.measuredprogress.org/portal/>

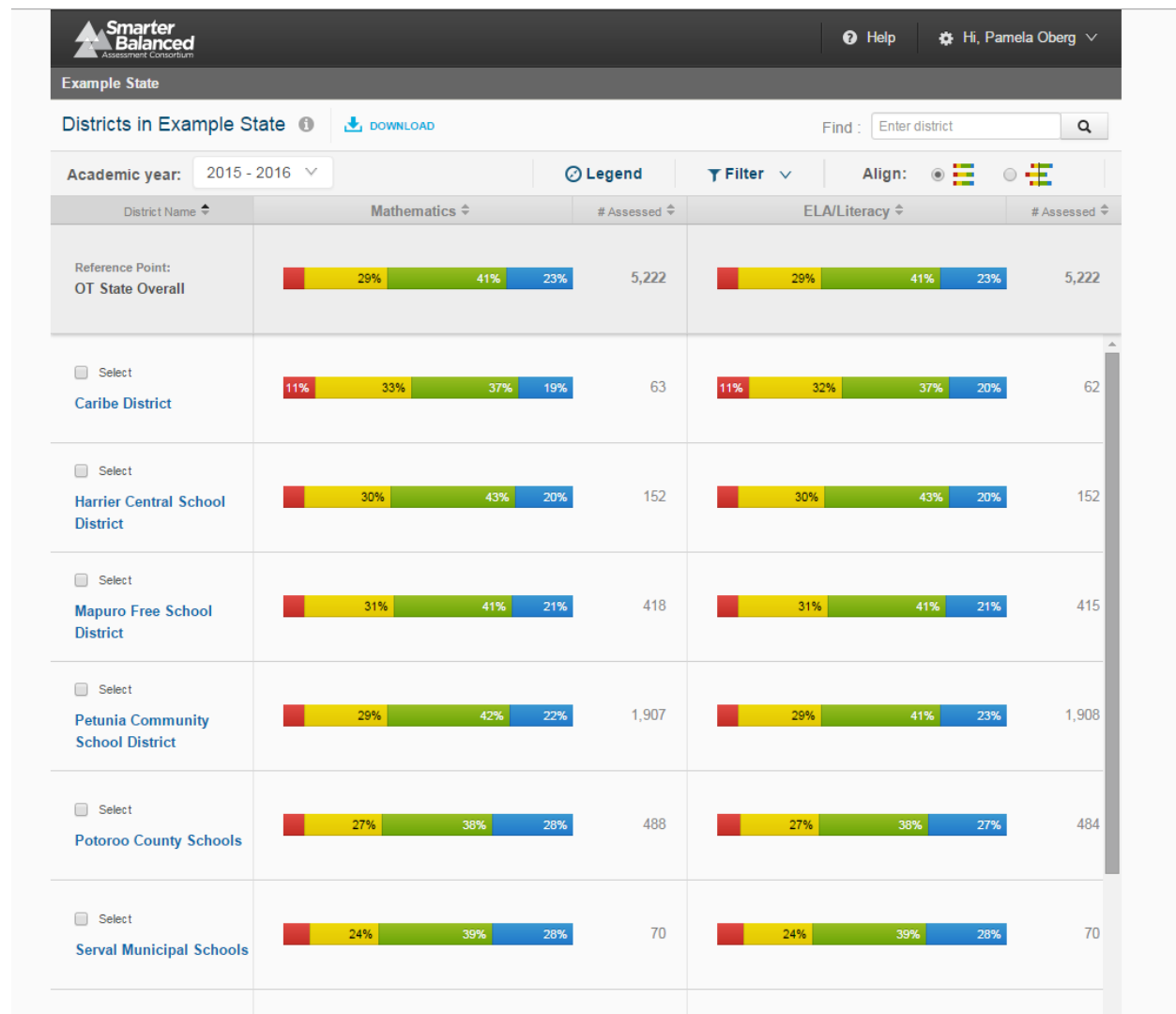
Logging into the Smarter Balanced reporting site

1. Log into the MT Portal (<https://mtsmarter.measuredprogress.org/portal/>)
2. Click on the blue “Reporting” icon (if your role does not include reporting permissions, you will not see this icon).



Introduction to the Reporting Interface

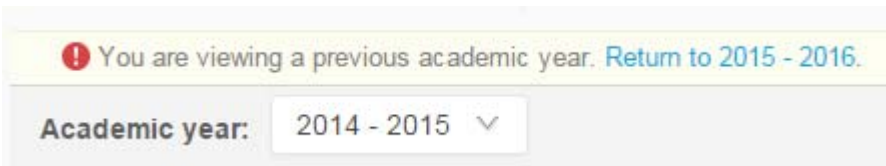
After logging in to the Reporting application, depending on your permission level (system or school), you will be presented with the interface pictured below:



This page view will default to the highest level permissions (system or school) depending on your assigned role. From this view, you can drill down into the various reports that your permissions allow.

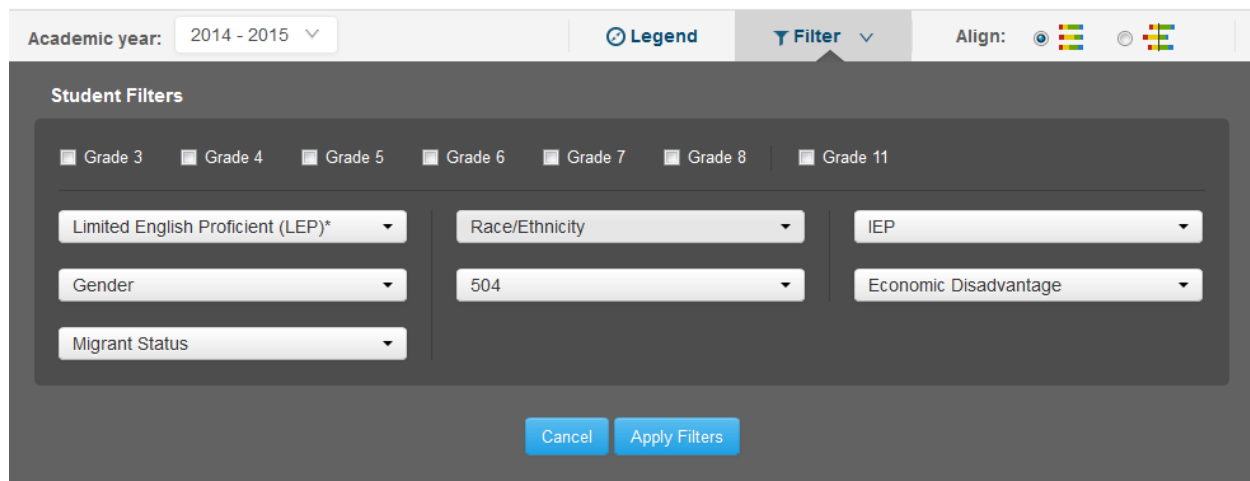
Academic Year

To make sure you are looking at the correct reports, select the desired academic year using the drop down menu in the upper left corner of the page. If you are looking at a previous year's reports, you will see the message below:



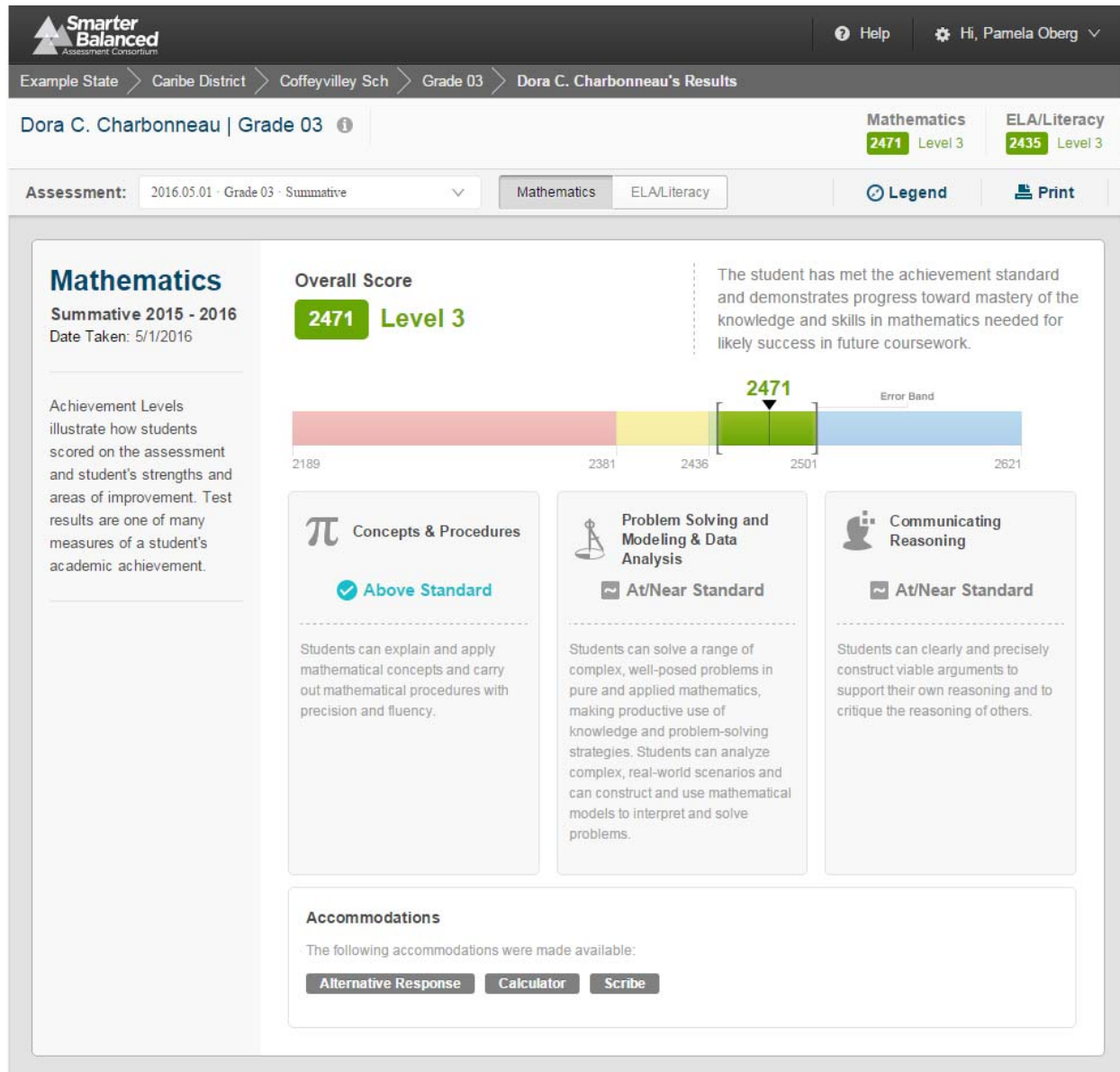
Filter

The filter button opens a window that enables advanced filtering of student results by student demographic information. The filtering feature provides options for narrowing the breadth of the data viewed, based on user selections. For example, a user can narrow their view of data by several parameters such as Grade, Gender, Ethnicity, or 504 status.



Individual Student Reports

After selecting your system, school, and/or grade, you will be able to view individual student results reports, as seen below in this demonstration report.



Sample Report Only

Breadcrumb Navigation

To navigate between system, school, grade, and student reports, use the navigation bar at the top of the page. Your permission level may prevent you from accessing certain report views.



Downloading and Printing

Reports can be downloaded at each level as long as your role allows it. Printing can only be done on the individual student report level. Printing can be done in full color and grayscale. When downloading reports, please remember that they may contain confidential data. Please treat it in accordance with all applicable school, system, and state policies.

Download

☒
Current view

Download the current view as a CSV.

☐
Student assessment results

Download assessment results for all students in this school.

☐
Printable student reports

Note: The downloads above will reflect any selections you have made, including academic year, assessment, and filters.

Download